

**BYLAWS  
THE COWETA FERST FOUNDATION, INC**

**ARTICLE I  
Name and Location**

1. These bylaws shall govern the operation of the COWETA FERST FOUNDATION INC, aka the Community Action Team (CAT). Said organization is to serve as the Coweta County (GA) official designate for the Ferst Foundation for Childhood Literacy.
2. The address of the Coweta Ferst Foundation for Childhood Literacy is PO Box 336, Newnan, GA 30264. The Coweta Community Foundation serves as the fiscal agent for the CAT, providing such services as financial advice and accounting services.
3. The CAT is operated as a charitable and educational entity. No property or earnings of the CAT shall benefit any director, officer, member, or private individual.

**ARTICLE II  
Mission Statement**

1. The purpose of the CAT is to provide age-appropriate books to children under the age of five in Coweta County communities and promote reading and learning success in our pre-school children.

**ARTICLE III  
Membership**

1. Membership is open to any person willing and able to volunteer to promote the purpose of the organization. Membership is fluid and changes according to personal demands and activities.

**ARTICLE IV**  
**Board of Directors**

1. **The Board of Directors shall consist of the chair, assistant chair, secretary, treasurer and six other active members of the CAT. They shall serve unlimited terms or until their resignation. A Director may be removed by a 2/3 vote of the Board.**
2. **The Board of Directors shall have the right to take any action in absence of a meeting by obtaining the written approval of 2/3 of the board. Any action so approved shall have the same effect as though taken at a meeting.**

**ARTICLE V**  
**Officers**

1. **President: The Chairperson of the Board of Directors shall serve as the president. The President shall preside at all meeting of the Board of Directors and the CAT, facilitate communication with members, and see that business of the CAT is carried out.**
2. **Vice-President: The Vice-Chair of the Board of Directors shall serve as the Vice-President. The Vice-President shall act in place of the President in the event of her/his absence. The Vice-President shall have the additional responsibility of heading the registration activities of the CAT.**
3. **Secretary: The Secretary shall record votes and keep minutes of all meetings and proceedings of the Board of Directors and the CAT; keep appropriate current records showing the members of the CAT and their contact information; shall handle all correspondence.**
4. **Treasurer: The Treasurer shall receive all monies, coordinate with our fiscal agent, prepare an annual budget for the CAT, and provide financial reports as needed.**
5. **An officer may be removed from office by a 2/3 vote of the Board.**

**ARTICLE VI**  
**Committees**

1. The Board of Directors shall have the authority to create committees to meet the needs of the CAT, both permanent and temporary. All members are expected to participate in the activities of the CAT.

**ARTICLE VII**  
**Meetings**

1. Regular meetings shall be held on the second Tuesday of each month.
2. Special meetings may be called as needed by the President.

**ARTICLE VIII**  
**Amendments of the Bylaws**

1. The bylaws may be adopted, amended, or repealed at any regular meeting by approval of 2/3 of the members attending. Proposed amendments or changes must be submitted in writing and read to the CAT at a regular meeting at least one month prior to the vote.

**ARTICLE IX**  
**Dissolution**

1. In the event of dissolution of Coweta Ferst Foundation Inc., the President shall communicate this intent to Ferst Foundation in Madison. This notice shall be submitted in writing at least 30 days prior to the dissolution. A vote of 2/3 of the general membership is needed to implement this article.
2. At the time of dissolution all assets of Coweta Ferst Foundation, Inc. shall revert to Coweta Community Foundation.